

# Guidelines for an Effective Work Environment

## Taylorsville State Office Building

The Taylorsville State Office Building, represents a new modern workplace standard for the State of Utah. It is thoughtfully designed to support productivity and the employee experience, by maximizing the ability to do focused work, hold private conversations, collaborate, and recharge. As a result the new space is different than State's legacy spaces. Getting the most out of our new modern environments will require us to use the building effectively and adjust a few old habits.



### Minimize Auditory Distractions

The building is zoned to isolate noise and quiet work, use quiet and social areas effectively

Avoid talking across a row of cubes

Take extended conversations/calls away from workstations

Use headsets – no speakers or speaker phones

Turn down/off cell phone ringers



### Maximize visual privacy

If working with truly sensitive materials go to an enclosed space

Request privacy screens if continuously working with sensitive material

Avoid peering into workstations and looking over shoulders

We all deal with non-work related items while at work on occasions – it doesn't require continuous visual privacy



### Minimize interruptions

Interruptions stunt productivity – it can take us 15 minutes to regain focus

Instead of interrupting, catch colleagues in the café or other social areas

Avoid interruptions if you can see someone is focused

Get to know your colleagues and check for visual cues before interrupting

Before walking over, use IM to see if colleagues are open



### Keep it Tidy

Keep desks clutter free, one person's pile becomes everyone's pile in a more open environment

Secure sensitive items daily

Keep shared space free of personal items

Take personal responsibility for keeping break spaces clean



### Personalize with Care

Post non-offensive materials only

Limit personal items within the boundaries of individual space

As a guideline, bring 1-2 reasonably sized plants to your individual space

Do not obstruct workplace, modify furniture, block light or line of sight into the interior



### Book only what you need

Reserve the meeting room that fits your meeting needs, not the meeting room closest to you

Cancel the reservation if the meeting isn't happening

Be considerate with recurring meetings, avoid holding space needlessly

Erase whiteboards and tidy up after the meeting



### Exercise common courtesy

Be mindful of scents, good or bad

Consider how your personal preferences and habits impact others



### Policies

No personal refrigerators (permissible with medical need)

No personal coffee makers (in break rooms only)

No space heaters (permissible with medical need)

No personal printer without director approval

No personal scanner



### Free Address Workstations

Free Address workstations are open for anyone visiting or working in TSOB

Reservable Free Address as necessary, cancel reservations you won't need

Vacate the space if you plan to be away from it for 2 hours or more

Do not leave anything behind